



CITY OF SOMERVILLE, MASSACHUSETTS  
DEPARTMENT OF RACIAL AND SOCIAL JUSTICE

KATJANA BALLANTYNE  
MAYOR

DENISE MOLINA CAPERS  
DIRECTOR

**Somerville Commission for Women  
Executive Committee Meeting**

Tuesday, February 8, 2022  
4:30 pm – 5:30 pm

**Minutes**

**1. Call to Order**

Present: Crystal Turner (SCW co-chair), Kimberly Sheridan (SCW Co-chair),  
Lauren Spengler (City of Somerville - RSJ Commissions Coordinator)

4:49pm called to order Crystal – seconded by Kim

**2. Old Business and Updates**

- Clarify Purpose and Membership of Committee

Discussion on steering committee meeting. Purpose of this meeting is close to that – catch up on outstanding items. In the past, they would meet right after main meeting. One goal of this meeting is to create a DRAFT agenda.

- Follow up on Expectations Discussion

This will be discussed on Tuesday, 2/15 Commission meeting as it affects the Commission as a whole.

- Logistics Suggestions to Streamline Processes

This committee will meet the 1<sup>st</sup> Tuesday of the Month at 4:30pm.

The goal for the larger Commission meeting is to send out the agenda 1 week ahead of time.

Agenda shared document – copy/paste agenda to preserve previous agendas

Agenda for Executive shared document

Agenda for Policy shared document

- Annual Goal Setting/Strategic Plan  
To be added to agenda for 2/15 Commission meeting
- Debrief Budget Training  
To be added to agenda for 2/15 Commission meeting
- City's Hold on Commissioner Appointments  
To be added to agenda for 2/15 Commission meeting
- Bylaw/Ordinance Review  
To be added to agenda for 2/15 Commission meeting
- Process for Social Media Content  
To be added to agenda for 2/15 Commission meeting

### **3. New Business**

- Discuss Agenda for 2.15.22 Monthly Meeting  
Added points for expectations document follow up, Policy committee discussion and possible visit from Mayor to Commission meeting. The rest of the agenda will be worked on by co-chairs and posted for OML.

### **4. Late Items**

### **5. Adjourn**

Motion to adjourn 5:32pm by Crystal. Seconded by Kim.

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